

**Request for Resume (RFR)
CATS II Master Contract**

All Master Contract Provisions Apply

Section 1 –General Information			
RFR Number: (Reference BPO Number)	J05B3400001		
Functional Area (Enter One Only)	Functional Area 5 – Application Development Expert		
Position Title/s or Service Type/s (Short term staff or PMP)			
Labor Category # 11 Application Development Expert			
Anticipated start date	9/15/2012		
Duration of assignment	Not To Exceed Six Months		
Contract Type	Firm Fixed Price		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	Yes		
MBE goal, if applicable	0%		
Issue Date: mm/dd/yyyy	8/20/2012	Due Date: mm/dd/yyyy	9/11/2012
		Time (EST): 00:00 am/pm	2:00pm
Place of Performance:	Maryland Transit Administration 6 St Paul Street, Baltimore MD21202 1515 Washington Blvd, Baltimore MD 21230		
Special Instructions: (e.g. interview information, attachments, etc.)	Interviews will be conducted by a panel of three people using a standard set of questions.		
Security Requirements (if applicable):	N/A		
Invoicing Instructions:	Invoice is to be submitted to Ron Nizer, 6 St. Paul Street, Baltimore, MD 21202		
Section 2 – Agency Point of Contact (POC) Information			
Agency / Division Name:	Maryland Transit Administration Information Technology Group		
Agency POC Name:	Bryan Walker	Agency POC Phone Number:	410-865-1130
Agency POC Email Address:	bwalker@mdot.state.md.us	Agency POC Fax:	410-865-1388
Agency POC Mailing Address:			
Section 3 – Scope of Work			

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Background	
<p>The MTA operates and supports transit operations across the state of Maryland. The transportation modes include Local Bus, Metro/subway, Light Rail, Mobility/Para transit, MARC Train, and Commuter Bus. The MTA Payroll department process payroll check for our union employees, around 2500. The payroll function is broken down into two areas. The first group is the union operators where the gross payroll information is fed from a Trapeze software product called OPS. The system calculates the gross payroll numbers for the union operators based on a series of union rules. The second group of union employees is the non-operators, which includes the MTA Police and union clerk employees. This group enters their time in a Time Keeping Module from a system called Vista. This system is Fortran based using legacy technology and also handles the gross to net calculations. The Vista and the Trapeze systems feed their input into the final payroll steps. This part of the payroll system is based on an Informix database and produces reports, updates payroll files, creates the checks, and creates any required external files.</p> <p>The MTA is seeking an Application Development Expert to help resolve identified critical software issues with the current MTA Union Payroll system, The operating environment for the MTA Union Payroll System is a Linux Operating System. The data is stored in an Informix database and is programmed in 4GL. This resource will also help with improving the current payroll source to gross, gross to net processing, and reporting functions once the current critical issues have been addressed.</p>	
Job Description/s	
Position Title/s or Service Type/s (From Section 1 Above)	Duties / Responsibilities
1. Application Development Expert	<p>Work with the MTA Information Technology group and their consulting team in correcting identified critical issues in the MTA Union Payroll software.</p> <p>Help with the effort to improve the current payroll source to gross, gross to net processing, and reporting functions.</p> <p>Prepare non-technical documentation on change processes and procedures.</p>
Minimum Qualifications	
Position Title/s or Service Type/s (From Section 1 Above)	Required Experience/Knowledge/Skill
1. Application Development Expert	<ul style="list-style-type: none"> • For minimum requirements, see CATS II Labor Category # 11 Application Development Expert.: • At least 3 years experience with Linux/Unix shell • At least 5 years experience with Informix ISQL/4GL

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- At least seven (7) years of programming experience in software development
- At least five (5) years of experience in IT systems analysis and programming

Section 4 - Required Submissions

- NOTE:**
- Master Contractors may propose only one candidate for each position requested.
 - Master Contractors electing not to propose in response to the RFR must submit a "Master Contractor Feedback Form" via the "Master Contractor Login" on the CATS II web site.
 - Master Contractors proposing in response to the RFR must submit the following documents below as separate files contained in two separate emails as follows:
 - **Email 1 with "Technical: RFR Number, Master Contractor Name, & Candidate Name" in the subject line**
 1. Resume described in the RFR (Attachment 1)
 - **Email 2 with "Financial: RFR Number, Master Contractor Name, & Candidate Name" in the subject line**
 1. Price Proposal (Attachment 2)
 2. Conflict of Interest Affidavit (Attachment G in the CATS II RFP)
 3. Living Wage Affidavit (Attachment I in the CATS II RFP)

1. Resume should include work history relevant to this task and no less than two references.

Section 5 – Evaluation Criteria – (Provide a list of evaluation criteria in descending order of importance)

1. Work Experience
2. Knowledge, references
3. Price

Basis for Award Recommendation

RFRs will be awarded in accordance with the competitive Sealed Proposals process under COMAR 21.05.03. The agency POC will recommend award to the Master Contractor whose proposal is determined to be the most advantageous to the State, considering price and the evaluation factors set forth in the RFR. The agency POC will initiate and deliver a RFR Agreement to the selected Master Contractor. **Master Contractors should be aware that if selected, State law regarding conflict of interest may prevent future participation in procurements related to the RFR Scope of Work, depending upon specific circumstances.**

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Section 6 – Required Deliverables

In addition to any technical skills regarding the Linux operating system and Informix software the candidate will be responsible for the continued maintenance of MTA's union payroll system. Various responsibilities include:

- Daily:
 1. Review/Analyze the system mail file for the generic payroll user, i.e. "payinf"
 2. Address current Maximo requests by priority order and when necessary provide well documented modifications to existing code to handle immediate issues or enhancements for longer term fixes.
 3. Utilize and follow the MTA's Application Services' System Development Life Cycle (SDLC) system enhancements documents for User Requirements Specification (URS), System Development Specification (SDS) for specific projects and routing them to Payroll manager for approval.
 4. Create appropriate test plans that will simulate the conditions in production on a development box. This should include a path that the user can follow from their production login directly to the development box seamlessly.
 5. Create installation procedures for deployment once approval has been received by the Payroll manager or the staff manager who initiated the request.
- Weekly:
 1. All of the above plus analyze the troubleshooting log files resulting from the weekly payroll process.
 2. Provide status report of work items performed
 3. Document, report, and record on the Payroll issues any new issues uncovered with the payroll system during the course of coding or reported within the Maximo as a Customer Service Request
- Monthly:
 1. All of the above plus analyze the troubleshooting log files resulting from the monthly, i.e. pensioners, and the end-of-month payroll processes.
 2. Provide documented workflows for the changes and enhancements made to the Payroll system.
 3. Development of quick reference guides for be help Payroll system users follow the correct steps within the system to help them learn and prevent them from making mistakes.
 4. Provide description of interviews with MTA personnel including person's name, job function, their interaction with the current system, current system deficiencies, suggestions on improvement
- Calendar end of year (EOY):
 1. Assist in End of year processing of employee W2's and 1099 forms and electronic filing.
 2. Copy payroll database from /PAY/INF to /PAY/EOY for above.
 3. Assist with the Execution the payroll database purge of ched/chek/chex files

Final Report in Microsoft Word format to be submitted electronically as well as one paper copy. This document should include:

- A summary overview of the process performed including the information submitted in the weekly status reports.
- Short term recommendations that could be implemented in less than a year in order to improve the support for the Payroll Business function. These recommendations should include process changes as well as IT related changes.

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ATTACHMENT 1 – RFR RESUME FORM

RFR # J05B3400001

Instructions: Insert resume information in the fields below; do not submit other resume formats. Submit only one resume per Position or Service described in Section 1 of the RFR. If the RFR requests multiple Positions or Services, use a separate resume form for each proposed candidate.

Candidate Name:	Position Title or Service Type (from Section 1 of the RFR):
Master Contractor:	

A. Education / Training

Institution Name / City / State	Degree / Certification	Year Completed	Field Of Study
<add lines as needed>			

B. Relevant Work Experience

Describe work experience relevant to the Duties / Responsibilities and Required Experience / Knowledge / Skill described in Section 3 of the RFR. Start with the most recent experience first; do not include non-relevant experience.

[Organization]	Description of Work...
[Title / Role]	
[Period of Employment / Work]	
[Location]	
[Contact Person (Optional if current employer)]	
[Organization]	Description of Work...
[Title / Role]	
[Period of Employment / Work]	
[Location]	
[Contact Person]	

<add lines as needed>

C. Employment History

List employment history, starting with the most recent employment first

Start and End Dates	Job Title or Position	Organization Name	Reason for Leaving
<add lines as needed>			

D. References

List persons the State may contact as employment references

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Reference Name	Job Title or Position	Organization Name	Telephone / Email
<add lines as needed>			

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ATTACHMENT 2

RFR PRICE PROPOSAL

RFR # J05B3400001

(This form is to be filled out by Master Contractors)

PROJECT NOT TO EXCEED SIX MONTHS		
		TOTAL PRICE
Firm Fixed Price	1000*	\$
Total RFR Price:		
		\$

*Note: Hours are used for evaluation purposes only. Actual hours per resource for a labor category may be more or less.

Authorized Individual Name

Company Name

Title

Company Tax ID #

This price proposal must accompany the Management Consultant resume provided. The Total Price is the actual fully-loaded price that the State will pay for the services necessary to provide all deliverables.